

Step-by-Step Quick Guide

GHSP Web-based Grant Application Process

- Log-in to the system
- Click GRANTS Icon
- Click SUBMIT APPLICATION
- Under Search Criteria Click SEARCH
- Select either EQUIPMENT ONLY APPLICATION or PERSONNEL/EQUIPMENT APPLICATION
- *Only blue shaded areas can be edited.*
- Complete all blue shaded areas on application.
- *Red * fields are required.*
- Complete Section A: General Information
- Complete Section B: Budget Detail.
 - Under Direct Costs Section, if your desired equipment is not listed in the drop down menu, click OTHER and type it in. *Make sure you enter the quantity.*
- Complete Section C: Statement of Problem, Goals and Objectives. *It is best to cut and paste this information in from a word document.*
- GHSP Goals: *Click all goals that relate to your traffic safety project.*
- Complete Section D: Schedule of Tasks
- Click CHECK. If “all mandatory fields are filled” appears, then you are ready to save or submit.
 - Either **submit the application**, which means it goes directly to GHSP and no changes can be made. A 10 digit number will appear, WRITE IT DOWN. This number is the best way to retrieve your saved application.
OR
 - **Save application**, which means it will be saved in the system. A 10 digit number will appear, WRITE IT DOWN. This number is the best way to retrieve your saved application.
 - To open your saved application, log back into the system and under Grants Processes, Click CHANGE APPLICATION. Under Search Criteria, Application ID, insert *LAST 4 DIGITS of APPLICATION NUMBER. Your saved application will appear in the Result List. Click APPLICATION NUMBER.
 - Make any changes and SUBMIT.
 - To double check and make sure your application was submitted, log off the system and log back in. Under Grants Processes, Click REVIEW APPLICATION. Under Search Criteria, Application ID, insert *LAST 4 DIGITS of APPLICATION NUMBER. Your saved application will appear in the Result List. Click APPLICATION NUMBER.
 - Scroll down to Application Details and under Status it will indicate SUBMITTED.

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- After you submit an application, one of the following will occur:
 - You will receive an **Application Accepted letter** via email. Although your application has been approved, this does not assure funding. Final approval of funds will not be made until late September when your Agreement is finalized. *SKIP DOWN TO PIN PROCESS.*
This change is good
OR
 - You will receive a **rejection letter** via email, stating that your project was not approved for funding.
OR
 - You will receive an **Application Returned letter** via email defining changes you need to make to your application. This change is good
 - Open your saved application to make the necessary changes.
 - When complete, click CHECK. If “all mandatory fields are filled” appears in a box then you are ready to save or submit.
 - Once you click SUBMIT, it will be sent directly to a GHSP Grant Specialist.
 - You will receive an email once the changes have been approved.
- Final Application PIN Process
 - *You will not be able to proceed with the final pin process until you receive an Application Accepted letter from GHSP.*
 - Log into the system and open your saved application.
 - Under Grants Processes, Click CHANGE APPLICATION. Under Search Criteria, Application ID, insert *LAST 4 DIGITS of APPLICATION NUMBER. Your saved application will appear in the Result List. Click APPLICATION NUMBER.
 - Scroll all the way down and check the READ and ACCEPT TERMS of CONDITIONS box.
 - Enter the designated agency representative with application approval pin. The only person who can PIN the application must have logged into the system.
 - Click VALIDATE
 - Scroll down and click SUBMIT
 - *Scroll up to find “request was saved with number”*
 - Attach agreement of conditions and resolution if necessary. If a conditions of agreement and resolution are not attached, your application will not proceed to the next step.
 - Perform steps that appear once you CLICK HERE TO ATTACH DOCUMENTS. “Documents successfully uploaded will appear to confirm uploaded documents.
 - To double check and make sure your application was submitted, log off the system and log back in. Under Grants Processes, Click REVIEW APPLICATION. Under Search Criteria, Application ID, insert *LAST 4 DIGITS of APPLICATION NUMBER. Your saved application will appear in the Result List. Click APPLICATION NUMBER.
 - Scroll down to Application Details and under Status it will indicate ACCEPTEED AND PINNED.
- **NOTE:** *The system will time out in 25 minutes. Click the CONTINUE YOUR SAP SESSION button to continue.*